



## **AP314: Payment Processing**

*Instructor Led Training*



# Lesson 1: Understanding Payment Processing

## *Introduction*

### Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

By now, you have completed all prerequisite courses for this course and discovered the different functional areas and modules included in Cardinal. In this course, we will walk you through payment processes in Cardinal.



# Lesson 1: Understanding Payment Processing

## *Introduction*

### Introduction

In the Introduction to Cardinal course, you learned that the Accounts Payable functional area of Cardinal is composed of two modules:

### Accounts Payable

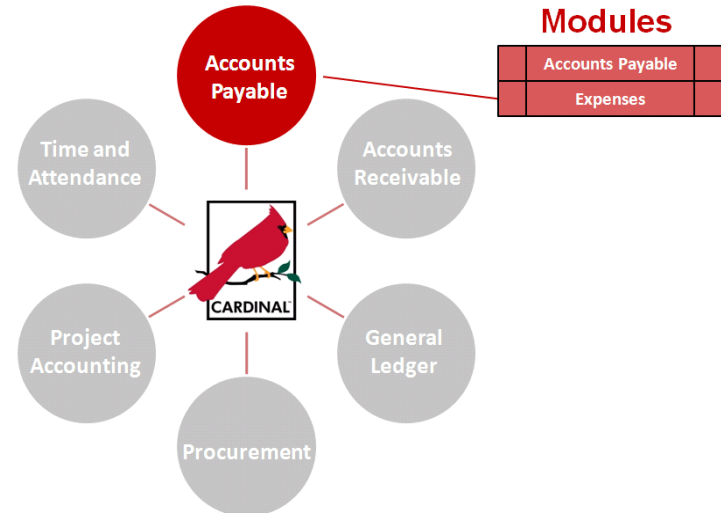
The Accounts Payable (AP) module automates invoice and payment processing to deliver timely and accurate payment for goods and services.

### Expenses

The Expenses module enables the creation of payments to employees for non-salary related items (i.e. travel & business expense reimbursements).

**Note:** The Expenses module is often referred to as “Travel and Expenses.”

### Cardinal Functional Areas





# Lesson 1: Understanding Payment Processing

## *Introduction*

### Objectives

After completing this course, you will be able to:

- Define key payment processing terms
- Describe key payment processing concepts
- Describe the overall payment process and the roles involved in it
- Explain how payment processing integrates with the other Cardinal modules and external systems
- Describe the Treasury pay cycles
- List the steps in a pay cycle
- Use the Pay Cycle Manager to run payment processing
- Update the payment selection date in a pay cycle
- Identify and resolve payment selection exceptions
- Describe the files created by the payment process
- Describe the purpose of express payments and manual payments
- Create an express payment for petty cash
- Explain how to record a manual payment on the voucher
- Cancel payments
- Reconcile petty cash bank statements
- Describe key reports and online inquiries



# Lesson 1: Understanding Payment Processing

## *Introduction*

### Agenda

Today, we will cover the following topics:

- Lesson 1: Understanding Payment Processing
- Lesson 2: Creating Payments through Regular pay cycle
- Lesson 3: Creating Special Payments
- Lesson 4: Managing Payments
- Lesson 5: Payment Reports and Online Inquiries
- Lesson 6: Payment Processing Hands-On Practice



# Lesson 1: Understanding Payment Processing

## *Introduction*

### Lesson Topics

In this lesson, you will learn about the following topics:

- Key Terms
- Key Concepts
- Process and Roles
- Integration and Interfaces





# Lesson 1: Understanding Payment Processing

## *Topic 1: Key Terms*

### Key Terms

- **Payment:** A record created in Cardinal Accounts Payable (AP) that causes a payment to be generated to a vendor or other payee. In Accounts Payable, payments are generally created by Accounts Payable vouchers that represent invoices submitted by vendors. Payments may also be generated for other reasons, such as for Travel and Expenses employee reimbursements or revenue refunds. Payments may be generated in different forms, like checks or electronic debits. During the payment process, accounting entries to the General Ledger (GL) are also generated to record payment posting.
- **Payment Hold:** An option that will cause a payment not to be created for a voucher even if the voucher would otherwise be selected for payment. A payment hold can be placed on a voucher or on a vendor when payment should be held on all vouchers for that vendor.





# Lesson 1: Understanding Payment Processing

## *Topic 1: Key Terms*

### Key Terms

- **Payment Offset:** A case where the vendor should not be paid the full amount of the voucher. In these cases, the payment is split between the amount due to the vendor, and the amount due to a third party (that is, the payment “offset”). There are two types of offsets:
  - A tax lien, garnishment, or similar circumstance exists where the agency is responsible for processing the third party offset amount. In these cases, the offset must be manually created in Accounts Payable and tracked in an offline system.
  - A Comptroller’s Debt Setoff (CDS). All CDS offsets are maintained by the Department of Taxation rather than the agency. In these cases, the offset is automatically identified and processed by the Department of Taxation.







# Lesson 1: Understanding Payment Processing

## *Topic 1: Key Terms*

### Key Terms (Continued)

- **Pay Cycle:** A name given to the selection and creation of payments and their output processes for scheduled vouchers and expense transactions. There may be different pay cycles for requests meeting different criteria such as payment method. The Treasury pay cycles will be run in the nightly batch.
- **Payment Selection Process:** The step in the pay cycle where vouchers and other items that are due for payment are selected for payment processing. Most payment selection is automatic based on payment configuration, but payments may also be selected manually.





# Lesson 1: Understanding Payment Processing

## *Topic 1: Key Terms*

### Key Terms (Continued)

- **Payment Creation Process:** The step in the pay cycle that processes the requests selected for payment by the Payment Selection process so they can be input to the payment output processes. Generally, vouchers to the same vendor with the same due date are combined into one payment. This process creates one payment from several vouchers to the same vendor with the same payment due date. This causes the vendor to receive a single payment, but it can be overridden for a voucher if the **Separate Payment** checkbox was selected on the voucher. Payments are not combined by Treasury if the **Separate Payment** checkbox is checked.
- **Payment Output Processes:** The processes that run as part of the pay cycle that use the results of the Payment Creation process to create output files for actual payments. These files, for example, include EDI payment files, Warrant check files, petty cash checks, and positive payment files.





# Lesson 1: Understanding Payment Processing

## *Topic 1: Key Terms*

### Key Terms (Continued)

- **Payment Post Process:** The batch process that runs after the Payment Output processes to create accounting entries in AP that will be used by the Journal Generator to generate GL journals reflecting the payment.
- **Express Payment:** An alternative to the regular pay cycle processing that allows payments to be created on demand. Individual petty cash vouchers can be paid by petty cash processors by creating express payments.





# Lesson 1: Understanding Payment Processing

## *Topic 2: Key Concepts*

### Key Concepts

Some key concepts in payment processing include:

- **Expense Reports and Cash Advances**
  - Expense reimbursements and cash advances for employees are managed through the Travel and Expenses module in Cardinal. Payments for the expense transactions are created in the Accounts Payable pay cycles.
- **Payment Offset Processing – Liens and Garnishments**
  - Remember that payment offset processing for items such as tax liens or garnishments are entered manually within Accounts Payable.
  - When a vendor is subject to this type of a payment offset, a location is created in the vendor record that includes a payment hold and the code RR to indicate that special review by the Voucher Processor is needed. (Note that a vendor location is not a physical address, and instead includes rules for doing business with the vendor.)
  - The LIEN location will be set as the default. This causes the vendor to appear on the Vendor with Payment Hold and Related Unpaid Vouchers report. This in turn alerts the Voucher Processor to manually update the voucher payment data so that the appropriate tax lien or garnishment amount is deducted from the payment and is instead paid to the appropriate party. The agency also maintains an offline agency-specific tracking system to track the lien or garnishment balances.
  - Once the offset has been applied, the Voucher Processor Maintenance must ensure the vendor location on the voucher is set to the correct location. This location change removes the payment hold if it exists.



# Lesson 1: Understanding Payment Processing

## *Topic 2: Key Concepts*

### Key Concepts (Continued)

- **Payment Offset Processing – Withholding**

- In Cardinal, a withholding (1099) Vendor is a vendor for which amounts paid must be reported to the IRS on a 1099 form and/or amounts withheld for taxes. This term is used because the 1099 processes may also involve withholding amounts from vendor payments for delinquent taxes.
- The withholding information for 1099-reportable vendors is maintained with the vendor's location as well. The values on the vendor's location also trigger 1099 reporting for applicable payments. For 1099 vendors, the **Withholding** checkbox is auto-populated and should not be changed.
- Ultimately, reportability will be determined by the accounts used on the voucher. If an account used is non-reportable, then the amount from that account will not be reported.



# Lesson 1: Understanding Payment Processing

## *Topic 2: Key Concepts*

### Key Concepts (Continued)

- **Payment Offset Processing – Comptroller’s Debt Setoff (CDS)**
  - A vendor’s payment may also be subject to the Comptroller’s Debt Setoff (CDS) maintained by the Department of Taxation. This process is automated, and follows these steps:
    - In Cardinal, the CDS extract process runs nightly, selecting vouchers for payment processing based on the normal payment selection criteria as well as CDS bypass criteria. The extract process creates files with the resulting payment information which is then sent to the Department of Taxation.
    - The Department of Taxation processes the files by looking for matches between the vendors in the file and vendors subject to CDS.
    - When the Department of Taxation finds a matching vendor, it processes the payment data in the file, indicating the amount to be offset. The Department of Taxation then sends the updated files back to Cardinal.
    - Once the files are uploaded, the applicable vouchers are automatically updated with a second remit to a dummy CDS vendor for the amount of the offset. The amount to the original vendor is updated accordingly and the second remit is marked as a manual payment.
    - A CDS Informational Matches report is produced as an output of the CDS upload process. The report shows vouchers that would have had a CDS offset if they were eligible for the process. This criteria is defined on the CDS Offset Bypass configuration page.



# Lesson 1: Understanding Payment Processing

## ***Topic 2: Key Concepts***

### **Key Concepts (Continued)**

- **Payment Offset Processing – Comptroller’s Debt Setoff (CDS) (Continued)**
  - Some types of payments, such as petty cash payments, are excluded from the CDS processing and are not included in the files to the Department of Taxation based on the CDS Offset Bypass configuration.
  - Since this is an automated process, there is no action taken by the voucher/payment processors. However, the offsets are visible in the voucher records, and voucher /payment processors should be aware of them so they can respond to vendor inquiries.



# Lesson 1: Understanding Payment Processing

## *Topic 2: Key Concepts*

### Key Concepts (Continued)

- **Petty Cash**
  - Petty cash payments are created manually by the petty cash processor as express payments. Petty cash processors should only create payments for their assigned petty cash accounts.
  - In Cardinal, regular vouchers are created as needed to provide reimbursements for petty cash. The Unreimbursed/Reimbursed Petty Cash Vouchers report is run to identify vouchers requiring reimbursements, and a regular voucher is created to replenish the petty cash account(s) accordingly. The ID of the voucher created for the petty cash replenishment is noted in the **Payment Note** field, accessed through the **Payment Comments** link on the **Payments** tab, using the standard format, **REIMB** followed by the voucher ID.





# Lesson 1: Understanding Payment Processing

## *Topic 2: Key Concepts*

### Key Concepts (Continued)

- **Centralized Vendor Database**
  - All Cardinal users share the same vendor database. For procurement vendors, eVA is the primary data source and the Department of Minority Business Enterprise (DMBE) system updates a vendor's Small, Women and Minority-owned (SWaM) data. When dealing with a familiar vendor, you may see additional information such as remit-to addresses that may be used by other users. Make sure you select the correct address for your voucher.
  - In general, procurement vendor information should not be updated in Cardinal to avoid potential conflicts with the eVA and DMBE sources. However, certain information, such as EDI banking information, can be updated in Cardinal by the Vendor Maintenance group.
  - Non-procurement (or fiscal) vendors (payees such as Right of Way landowners and those receiving refunds) are created directly in Cardinal and are not eVA vendors.



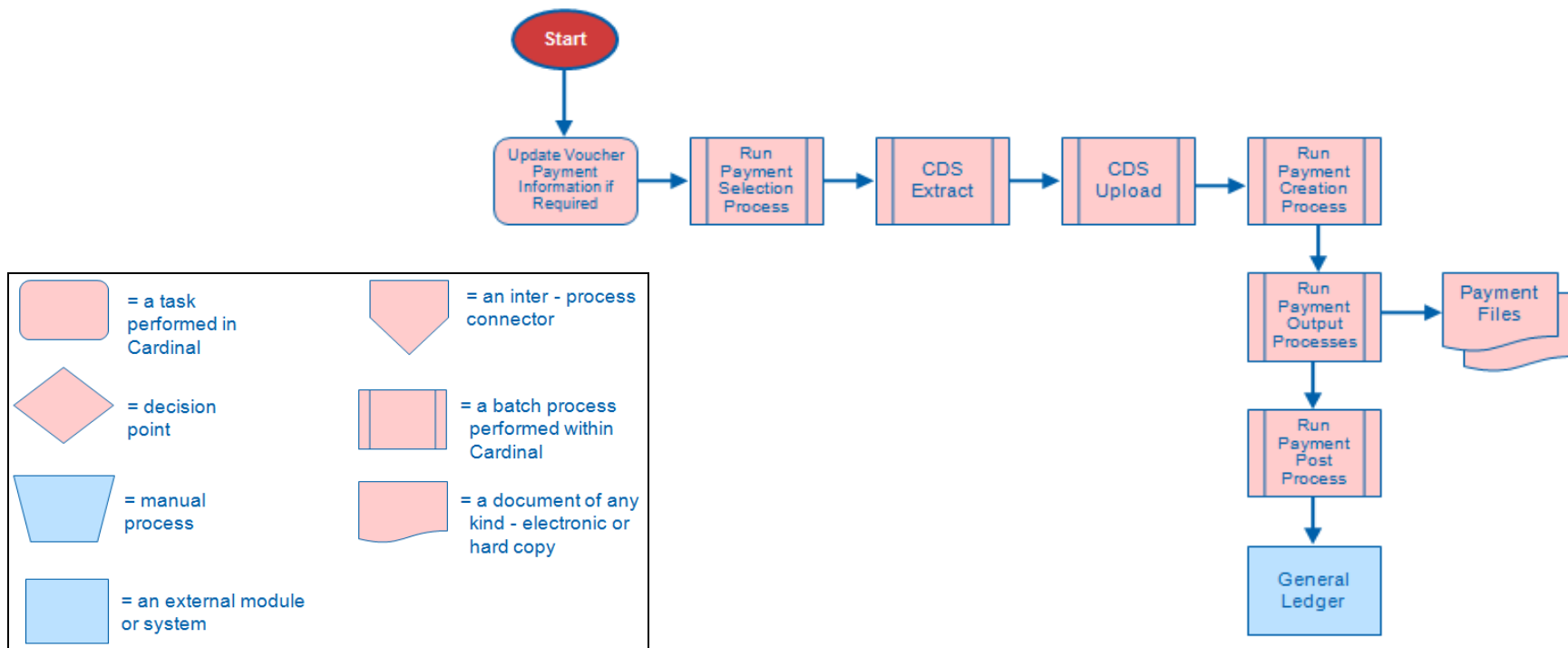
# Lesson 1: Understanding Payment Processing

## Topic 3: Process and Roles

### Payment Processing

In Accounts Payable, payment processing begins when voucher processing ends. Treasury payment processing in Cardinal is completed in the nightly batch and requires little attention. However, payment processors view pay cycle exceptions, cancel payments, and run reports and inquiries to obtain information about payments.

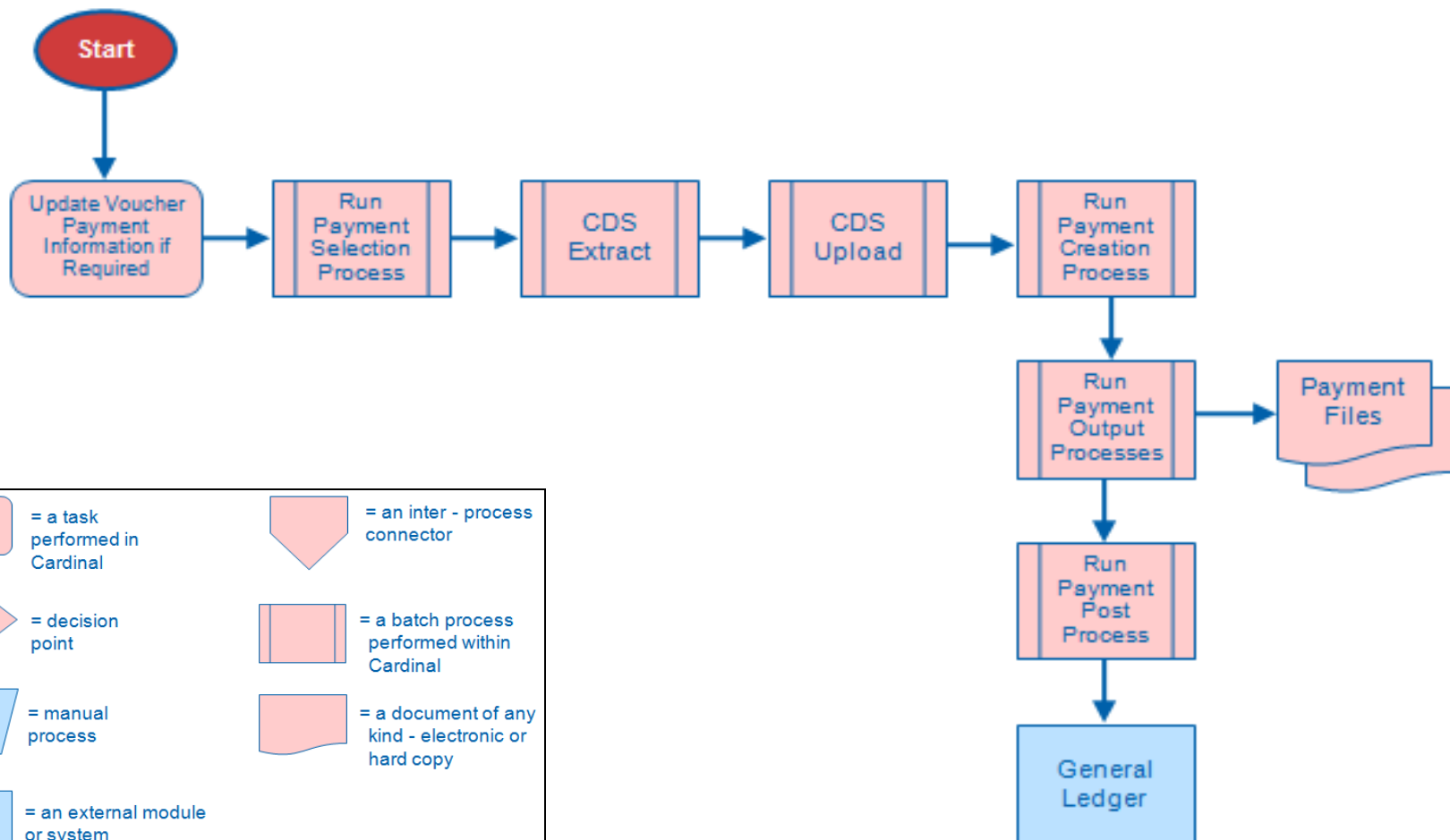
Petty cash processors create express payments as required.





# Lesson 1: Understanding Payment Processing

## Topic 3: Process and Roles





# Lesson 1: Understanding Payment Processing

## *Topic 3: Process and Roles*

### Key Payment Processing Roles

Module	Role Name	Functional Description
Accounts Payable	Accounts Payable Batch Processor	This role has access to: <ul style="list-style-type: none"><li>•Run all AP batch processes including any custom and delivered processes and reports</li></ul>
Accounts Payable	Accounts Payable Configurator	This role has access to: <ul style="list-style-type: none"><li>•Maintain AP configuration such as global payment messages on checks, conversation key words for vendor conversations, etc.</li></ul>
Accounts Payable	Accounts Payable Manager	This role has access to everything the Voucher Processor has. In addition, this role has access to: <ul style="list-style-type: none"><li>•Delete and unpost vouchers</li><li>•Voucher mass maintenance</li><li>•Manually schedule payments</li><li>•Record manual payments</li></ul>



# Lesson 1: Understanding Payment Processing

## *Topic 3: Process and Roles*

### Key Payment Processing Roles (Continued)

Module	Role Name	Functional Description
Accounts Payable	Payment Processor	This role has access to everything the Voucher Processor has. In addition, this role has access to: <ul style="list-style-type: none"><li>•View pay cycle exceptions</li><li>•Cancel payments</li></ul>
Accounts Payable	Petty Cash Processor	This role has access to: <ul style="list-style-type: none"><li>•Run petty cash pay cycle</li><li>•Update payment selection criteria</li><li>•Resolve pay cycle exceptions</li><li>•Print petty cash checks</li><li>•Cancel payment</li><li>•View Accounting Entries</li></ul>
Accounts Payable	Petty Cash Reconciler	This role has access to: <ul style="list-style-type: none"><li>•Manually reconcile/unreconcile petty cash payments</li></ul>



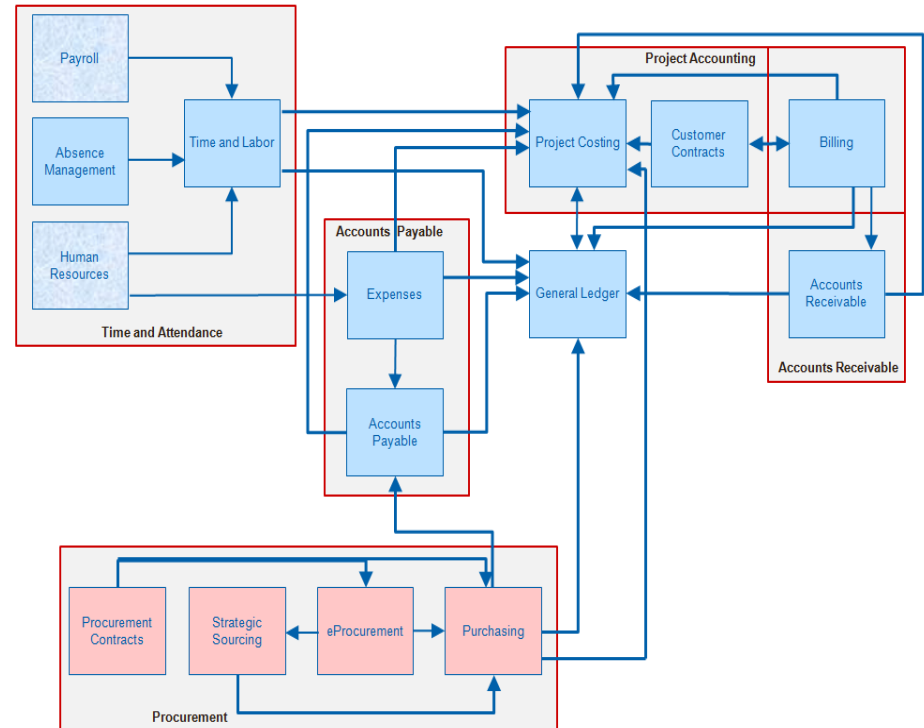
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## *Topic 4: Integration and Interfaces*

### Integration with General Ledger

Accounts Payable integrates with the General Ledger through its payment functions.

All payments create entries in the General Ledger. The payment creation process creates records of specific payments that will be processed by the payment output process to files such as EDI payment files. The payment post process uses this data to create entries in an Accounts Payable database table that are used by the Journal Generator process to create journal entries posted to the GL.





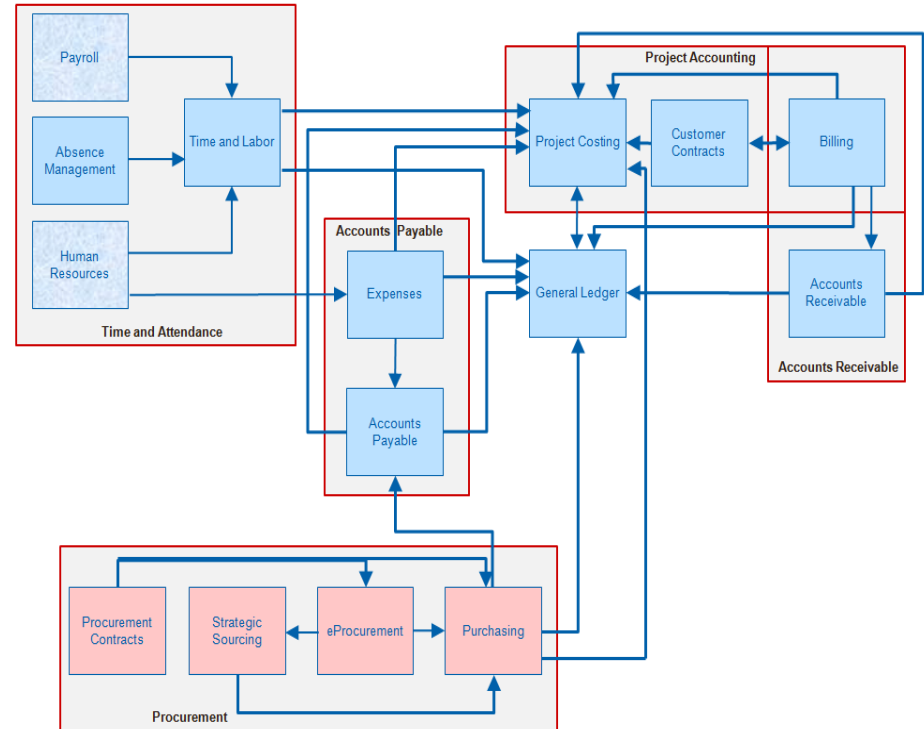
# Lesson 1: Understanding Payment Processing

## *Topic 4: Integration and Interfaces*

### Integration with Travel and Expenses

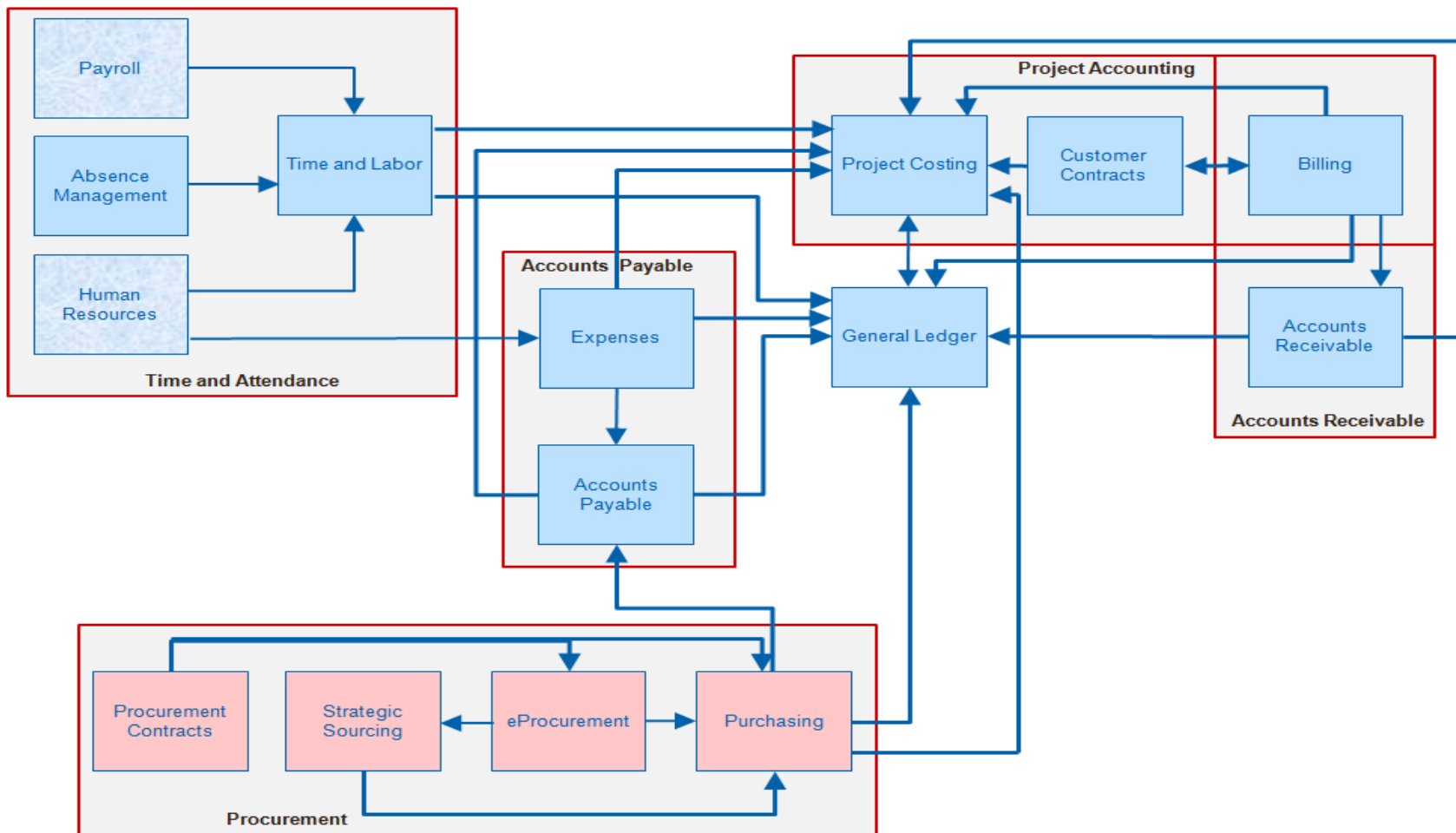
Cardinal uses the Travel and Expenses module to handle employee travel authorizations, cash advances, and expense reports.

Though Travel and Expenses is a separate module, it uses the payment creation processes in Accounts Payable to generate payment files for cash advances and expense report reimbursements. The Travel and Expenses module processes items up to the pay cycle processing steps and then sends the records to AP to create the payment record and output files. Travel and Expenses then creates the accounting entries used by GL.





# Lesson 1: Understanding Payment Processing







# Lesson 1: Understanding Payment Processing

## *Topic 4: Integration and Interfaces*

### Interfaces with Bank, VDOT RUMS, REDI Virginia, DOA SPCC, PPSMA, Department of Treasury and APA System

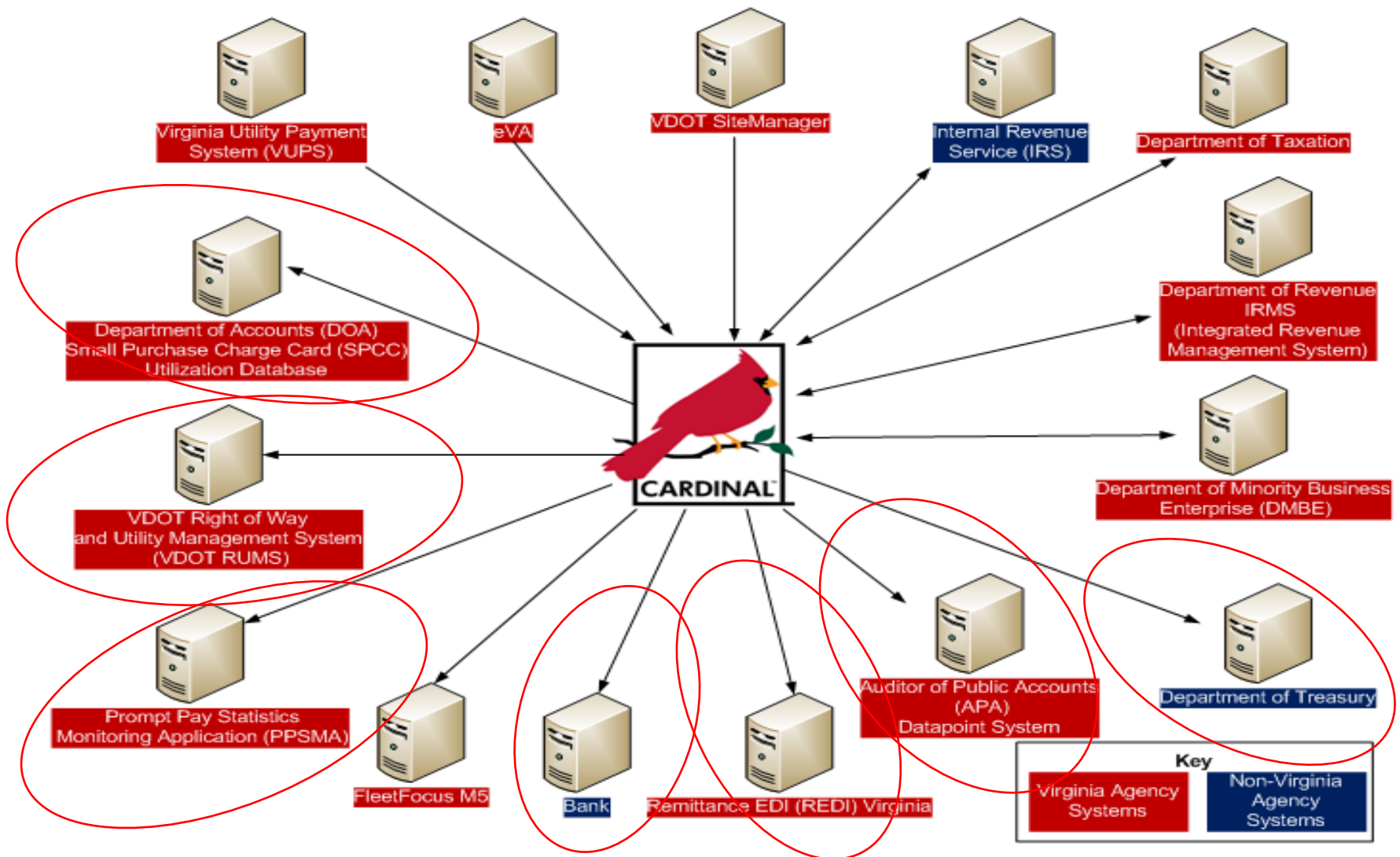
Accounts Payable payment processing also interfaces with several external systems:

- **Bank:** AP sends bank systems positive pay files and EDI information.
- **VDOT RUMS (VDOT Right of Way and Utility Management System):** AP sends Right Of Way (ROW) payment information.
- **REDI (Remittance EDI) Virginia:** AP sends vendor EDI remittance information.
- **DOA SPCC (Department of Accounts Small Purchase Charge Card) Utilization Database:** AP sends payment data.
- **PPSMA (Prompt Pay Statistics Monitoring Application):** AP sends prompt payment.
- **Department of Treasury:** AP sends information on checks that require printing; disbursement files for reconciliation and due diligence.
- **APA (Auditor of Public Accounts) Datapoint System:** AP sends payment information.

In addition to the above systems, Accounts Payable interfaces with several other external systems to perform functions related to vendor maintenance and voucher processing. These interfaces are detailed in the courses that focus on those functions.



# Lesson 1: Understanding Payment Processing





# Lesson 1: Understanding Payment Processing

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## *Lesson Checkpoint*

### Lesson Checkpoint

Now is your opportunity to check your understanding of the course material.



# Lesson 1: Understanding Payment Processing

## *Lesson Checkpoint*

### Lesson Checkpoint

Answer the review questions below:

- 1) Who creates express payments and why?
- 2) Does the Payment Creation process create files that are sent to banks and treasury?
- 3) Where are CDS offsets processed?
- 4) Is Travel and Expenses completely separate from Accounts Payable?
- 5) Name a few external systems that AP payment processing interfaces to.



# Lesson 1: Understanding Payment Processing

## *Lesson Summary*

### Lesson Summary

In this lesson, you learned how to:

- Recognize key terms in the Accounts Payable module and explain their meaning.
- Discuss key concepts in the Accounts Payable module.
- Discuss the different processes in the Accounts Payable module.
- Discuss the ways that the Accounts Payable module integrates with other modules in Cardinal and interfaces with external systems.



# Lesson 2: Creating Payments Through Regular Pay Cycles

## *Introduction*

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the Treasury pay cycles
- List the steps in a pay cycle
- Use the Pay Cycle Manager to run payment processing
- Update the payment selection date in a pay cycle
- Identify and resolve payment selection exceptions
- Describe the files created by the payment process



# Lesson 2: Creating Payments Through Regular Pay Cycles

## *Introduction*

### Lesson Topics

In this lesson, you will learn about the following topics:

- Pay Cycle Processing Overview
- Running Pay Cycle Manager
- Updating Payment Selection Date
- Running Payment Selection and Payment Create Processes
- Locating and Resolving Payment Processing Exceptions
- Running Payment Output Processes
- Running Payment Post Process
- Files Created by Payment Process





# Lesson 2: Creating Payments Through Regular Pay Cycles

## *Topic 1: Pay Cycle Processing Overview*

### Pay Cycle Processing Overview

There are two nightly Treasury pay cycles that process Warrant and EDI payments for all agencies. The Payment Processor must review any exceptions that occur in these cycles.





# Lesson 2: Creating Payments Through Regular Pay Cycles

## Topic 2: Running Pay Cycle Manager

### Pay Cycle Manager Page

You use the **Pay Cycle Manager** page to initiate and monitor pay cycle processing. This page is available to the Accounts Payable Batch Processor who performs overnight payment processing for the Treasury bank accounts.

You can navigate to this page through the following path:

**Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager**

You use the **Pay Cycle Manager** page to step through the processes in pay cycle processing. This page helps you perform the processes in the correct order, and provides links to view exceptions.

**Pay Cycle Manager**

Pay Cycle: TRCHK Treasury Checks

[Selection Criteria](#) [Approve](#) [Trial Register](#) [Reference Confirmation](#) [Draft Staging Approval](#)

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**Pay Cycle Status**

Status: Approved [Refresh](#) [Process Monitor](#)

Pay From Date: 01/03/1901

Pay Through Date: 03/24/2011

Payment Date: 03/25/2011

Schedule Payments Selected: 1 [Summary](#) [Details](#)

**Pay Cycle Reset**

Server:  [Reset](#)

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**Pay Cycle Exceptions**

[Pay Cycle Error](#) [Discount Lost](#) [Discount Denied](#) [Withholding](#) [Bank Replacement](#) [Financial Sanctions Exceptions](#)

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**Pay Cycle Results**

[Main Information](#) [Additional Info](#) [Customize](#) [Find](#) [View All](#) [Print](#) [First](#) [1 of 1](#) [Last](#)

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<a href="#">Process</a>	Print Checks	1100	TR01	Approved	<input type="text"/>	Printer <input type="text"/>	<input type="text"/>



# Lesson 2: Creating Payments Through Regular Pay Cycles

## Pay Cycle Manager

Pay Cycle: TRCHK Treasury Checks

[Selection Criteria](#)   [Approve](#)   [Trial Register](#)   [Reference Confirmation](#)   [Draft Staging Approval](#)

### Pay Cycle Status

Status: Approved   [Refresh](#)   [Process Monitor](#)

Pay From Date: 01/03/1901

Pay Through Date: 03/24/2011

Payment Date: 03/25/2011

Schedule Payments Selected: 1   [Summary](#)   [Details](#)

**Pay Cycle Reset**

Server:  [Reset](#)

### Pay Cycle Exceptions

[Pay Cycle Error](#)   [Discount Lost](#)   [Discount Denied](#)   [Withholding](#)   [Bank Replacement](#)   [Financial Sanctions Exceptions](#)

### Pay Cycle Results

[Customize](#) | [Find](#) | [View All](#) | | First 1 of 1 Last

[Main Information](#)   [Additional Info](#)

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<a href="#">Process</a>	Print Checks	1100	TR01	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Lesson 2: Creating Payments Through Regular Pay Cycles

## *Topic 3: Updating Payment Selection Date*

### Updating Payment Selection Date

As you learned earlier, Cardinal can use different pay cycles for different groups of payments.

Payment Selection is the first process to run in a pay cycle. The Payment Selection process selects vouchers and expense transactions for payment based on the payment selection criteria. Each pay cycle has different selection criteria so different transactions will be selected for payment in each cycle.

In all pay cycles, the date criteria need to be updated manually each day before the pay cycles run. This causes the transactions that are scheduled for payment that day to be selected. This topic introduces you to the procedures for defining the date criteria for a pay cycle.

**Note:** Other payment selection criteria can be changed as well, but this is done rarely and is not covered here.



# Lesson 2: Creating Payments Through Regular Pay Cycles

## Topic 3: Updating Payment Selection Date

### Payment Selection Criteria Pages

You use the **Payment Selection Criteria** pages to set up and control payment selection for a pay cycle. Each defined pay cycle has its own Payment Selection Criteria definitions.

Dates	Preferences	Source / BU	Bank / Method	Pay Group / Netting	Draft Options
Pay Cycle: TREDI			Treasury EDI		<a href="#">Pay Cycle Manager</a>
<b>Pay Cycle Selection Dates</b>					
Pay From Date:		01/01/1901	Tue	*Next Pay Through Date: 06/21/2010 Mon	
Pay Through Date:		06/14/2010	Mon	*Next Payment Date: 06/21/2010 Mon	
Payment Date:		06/14/2010	Mon		
Change Selection Dates:					
		1	Day(s)	Increment	Decrement
<b>Accounting Date</b>			<b>Withholding Date</b>		
*Accounting Date:		06/14/2010	*Withholding Date: 06/14/2010		
		Payment Date			
<b>Business Day Validation</b>					
<input type="radio"/> No Validation			<input type="checkbox"/> Validate Pay Through Dates		
<input type="radio"/> Use Standard Week			<input checked="" type="checkbox"/> Validate Payment Dates		
<input checked="" type="radio"/> Use Holiday Calendar:			USA		



# Lesson 2: Creating Payments Through Regular Pay Cycles

Dates

Preferences

Source / BU

Bank / Method

Pay Group / Netting

Draft Options

Pay Cycle: TREDI

Treasury EDI

[Pay Cycle Manager](#)

Pay Cycle Selection Dates

Pay From Date: 01/01/1901 31 Tue

\*Next Pay Through Date: 06/21/2010 31 Mon

Pay Through Date: 06/14/2010 31 Mon

\*Next Payment Date: 06/21/2010 31 Mon

Payment Date: 06/14/2010 31 Mon

Change Selection Dates:

1

Day(s)

Increment

Decrement

Accounting Date

\*Accounting Date: 06/14/2010 31

Payment Date

Withholding Date

\*Withholding Date: 06/14/2010 31

Payment Date

Business Day Validation

☐ No Validation

☐ Use Standard Week

☒ Use Holiday Calendar: USA

☐ Validate Pay Through Dates

☒ Validate Payment Dates



# Lesson 2: Creating Payments Through Regular Pay Cycles

## *Topic 3: Updating Payment Selection Date*

### Updating Pay Cycle Date Criteria

Updating pay cycle date criteria is done on the **Payment Selection Criteria** page.

You can navigate to this page through the following path:

**Main Menu > Accounts Payable > Pay Cycle Processing > Payment Selection Criteria**

The steps for updating the date criteria are:

- In the **Pay Cycle** field of the **Payment Selection Criteria Find an Existing Value** page.
- Enter the **ID** of the pay cycle to be updated (TRCHK for the warrant pay cycle, or TREDI for the EDI pay cycle).
- Click the **Search** button.

**Payment Selection Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Value](#) [Add a New Value](#)  
Maximum number of rows to return (up to 300):   
Pay Cycle: =    
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)  
[Find an Existing Value](#) | [Add a New Value](#)



# Lesson 2: Creating Payments Through Regular Pay Cycles

## Topic 3: Updating Payment Selection Date

### Updating Pay Cycle Date Criteria (Continued)

The **Dates** page is where you can change the date criteria. When the page appears, it will probably display the dates that were used in the last run of the payment cycle in the **Pay From Date**, **Pay Through Date**, and **Payment Date** fields. The dates in these fields control what transactions will be selected for payment.

The **Pay From Date** should be a date far in the past (for example, 01/01/1900). This ensures any payments that might have been delayed (for example, because there was a payment hold) will be recognized for payment as soon as they are eligible.

The **Pay Through Date** and **Payment Date** fields should contain the next business day for the warrant pay cycle (TRCHK). For the EDI pay cycle (TREDI), these dates should be two business days in the future. Ultimately, dates will be specified and payments will be created based on the COVA payment calendar.





# Lesson 2: Creating Payments Through Regular Pay Cycles

Dates Preferences Source / BU Bank / Method Pay Group / Netting Draft Options

Pay Cycle: TRCHK Treasury Checks [Pay Cycle Manager](#)

Pay Cycle Selection Dates

Pay From Date: 01/03/1901 31 Thu

Pay Through Date: 03/24/2011 31 Thu

Payment Date: 03/25/2011 31 Fri

\*Next Pay Through Date: 03/25/2011 31 Fri

\*Next Payment Date: 03/25/2011 31 Fri

Change Selection Dates:

1 Day(s)

Increment

Decrement

Accounting Date

\*Accounting Date: 03/25/2011 31

Payment Date

Withholding Date

\*Withholding Date: 03/25/2011 31

Payment Date

Business Day Validation

☐ No Validation


☒ Use Standard Week

☐ Use Holiday Calendar: HOL

☐ Validate Pay Through Dates

☒ Validate Payment Dates





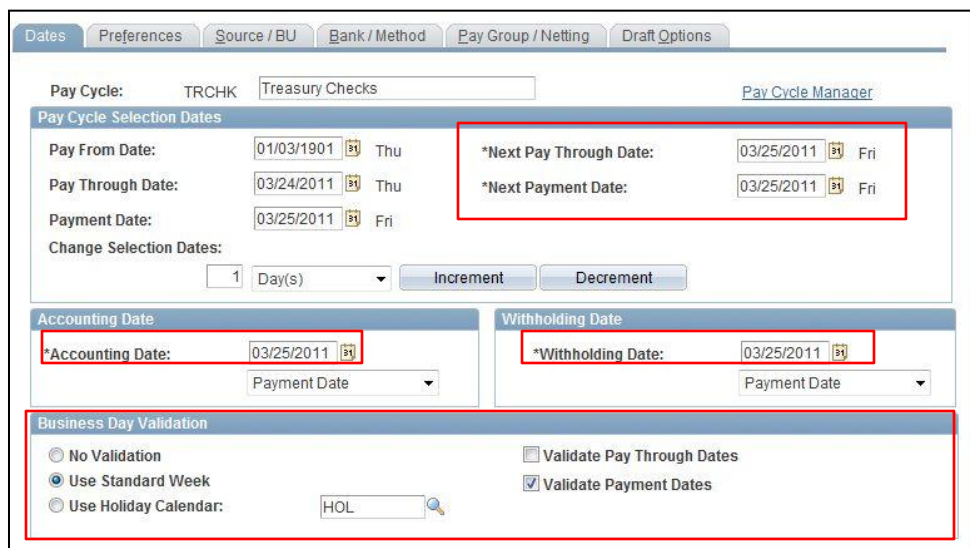
# Lesson 2: Creating Payments Through Regular Pay Cycles

## Topic 3: Updating Payment Selection Date

### Updating Pay Cycle Date Criteria (Continued)

There are other fields on the **Dates** page as well, though they do not often need to be changed manually.

- The **Next Pay Through Date** and **Next Payment Date** fields display the dates that are expected to be used for the next cycle.
- The **Accounting Date** is the accounting date that will be used for the payments and the **Withholding Date** is the date that will be used in the withholding transaction record for payments to withholding (1099) vendors. These days are automatically adjusted according to the criteria in the drop-down list fields below the dates.
- The **Business Day Validation** section includes fields for adjusting the dates automatically for weekends and holidays. The values in these fields should not be changed.



The screenshot shows the 'Dates' tab in the Pay Cycle Manager. The 'Pay Cycle' is set to 'TRCHK' (Treasury Checks). The 'Pay Cycle Selection Dates' section includes fields for 'Pay From Date' (01/03/1901), 'Pay Through Date' (03/24/2011), and 'Payment Date' (03/25/2011). The 'Accounting Date' is 03/25/2011, and the 'Withholding Date' is also 03/25/2011. The 'Business Day Validation' section shows 'No Validation' selected, with 'Use Standard Week' and 'Use Holiday Calendar' options. The 'HOL' field is set to 'HOL'. The 'Validate Pay Through Dates' and 'Validate Payment Dates' checkboxes are checked.



# Lesson 2: Creating Payments Through Regular Pay Cycles

Dates

Preferences

Source / BU

Bank / Method

Pay Group / Netting

Draft Options

Pay Cycle: TRCHK Treasury Checks

Pay Cycle Manager

Pay Cycle Selection Dates

Pay From Date: 01/03/1901 31 Thu

Pay Through Date: 03/24/2011 31 Thu

Payment Date: 03/25/2011 31 Fri

Change Selection Dates: 1 Day(s) Increment Decrement

\*Next Pay Through Date: 03/25/2011 31 Fri

\*Next Payment Date: 03/25/2011 31 Fri

Accounting Date

\*Accounting Date: 03/25/2011 31

Payment Date

Withholding Date

\*Withholding Date: 03/25/2011 31

Payment Date

Business Day Validation

☐ No Validation

☒ Use Standard Week

☐ Use Holiday Calendar: HOL

☐ Validate Pay Through Dates

☒ Validate Payment Dates



# Lesson 2: Creating Payments Through Regular Pay Cycles

## Topic 3: Updating Payment Selection Date

### Updating Pay Cycle Date Criteria (Continued)

- To update the pay cycle date criteria, click the **Increment** button in the middle of the page. This changes the **Pay From Date**, **Pay Through Date**, and **Payment Date**, as well as the **Next** dates, according to the increment in the fields to the left of the button.

In the example shown here, the increment value is **1 Day(s)**, so clicking the **Increment** button advances the dates by one day. In the **Business Day Validation** section, the **Use Holiday Calendar** option will be selected, therefore this will be the next business day rather than the next calendar day.

- If you make a mistake when clicking the **Increment** button, you can click the **Decrement** to reverse the date change. You can also enter any of the dates manually if desired.

After you **Save** the page, the new dates will be used in the next run of the pay cycle. Remember also that this only affects the pay cycle you selected. If you are responsible for other cycles, you must change the dates in those cycles separately.

The screenshot displays the 'Pay Cycle Manager' interface with the 'Pay Cycle' set to 'TRCHK' (Treasury Checks). The 'Pay Cycle Selection Dates' section shows the following dates: 'Pay From Date' (01/03/1901, Thu), 'Pay Through Date' (03/24/2011, Thu), and 'Payment Date' (03/25/2011, Fri). The 'Change Selection Dates' section features a text input with '1', a dropdown menu set to 'Day(s)', and 'Increment' and 'Decrement' buttons. The 'Accounting Date' section shows '\*Accounting Date' (03/25/2011, Fri) and a 'Payment Date' dropdown. The 'Withholding Date' section shows '\*Withholding Date' (03/25/2011, Fri) and a 'Payment Date' dropdown. The 'Business Day Validation' section includes radio buttons for 'No Validation', 'Use Standard Week', and 'Use Holiday Calendar' (selected), with a 'HOL' search field. Checkboxes for 'Validate Pay Through Dates' and 'Validate Payment Dates' are also present.



# Lesson 2: Creating Payments Through Regular Pay Cycles

Dates

Preferences

Source / BU

Bank / Method

Pay Group / Netting

Draft Options

Pay Cycle: TRCHK Treasury Checks

[Pay Cycle Manager](#)

Pay Cycle Selection Dates

Pay From Date: 01/03/1901 31 Thu

\*Next Pay Through Date: 03/25/2011 31 Fri

Pay Through Date: 03/24/2011 31 Thu

\*Next Payment Date: 03/25/2011 31 Fri

Payment Date: 03/25/2011 31 Fri

Change Selection Dates:

1

Day(s)

▼

Increment

Decrement

Accounting Date

\*Accounting Date: 03/25/2011 31

Payment Date ▼

Withholding Date

\*Withholding Date: 03/25/2011 31

Payment Date ▼

Business Day Validation

☐ No Validation

☒ Use Standard Week

☐ Use Holiday Calendar: HOL 🔍

☐ Validate Pay Through Dates

☒ Validate Payment Dates



# Lesson 2: Creating Payments Through Regular Pay Cycles

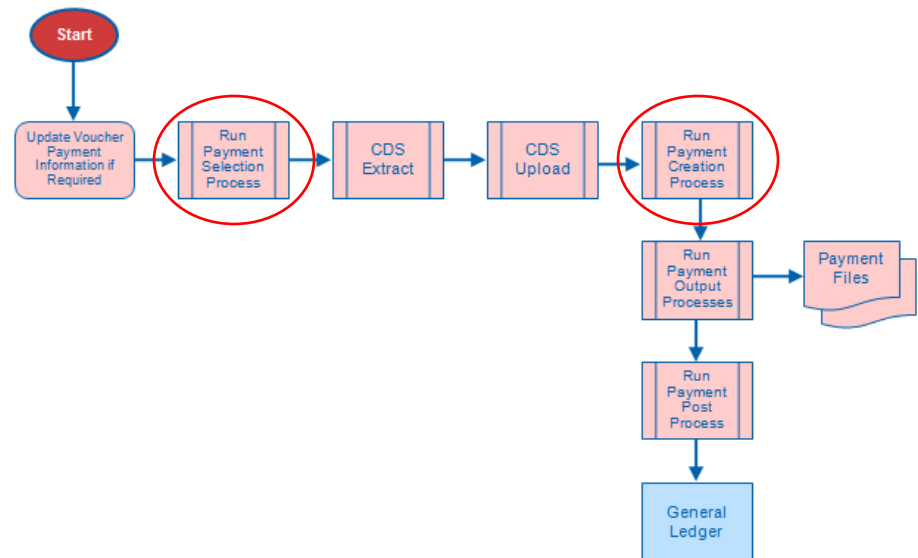
## Topic 4: Running Payment Selection and Payment Create Processes

### Payment Selection Process and Payment Creation Processes

Two major processes of the pay cycle include: the Payment Selection process and the Payment Creation process.

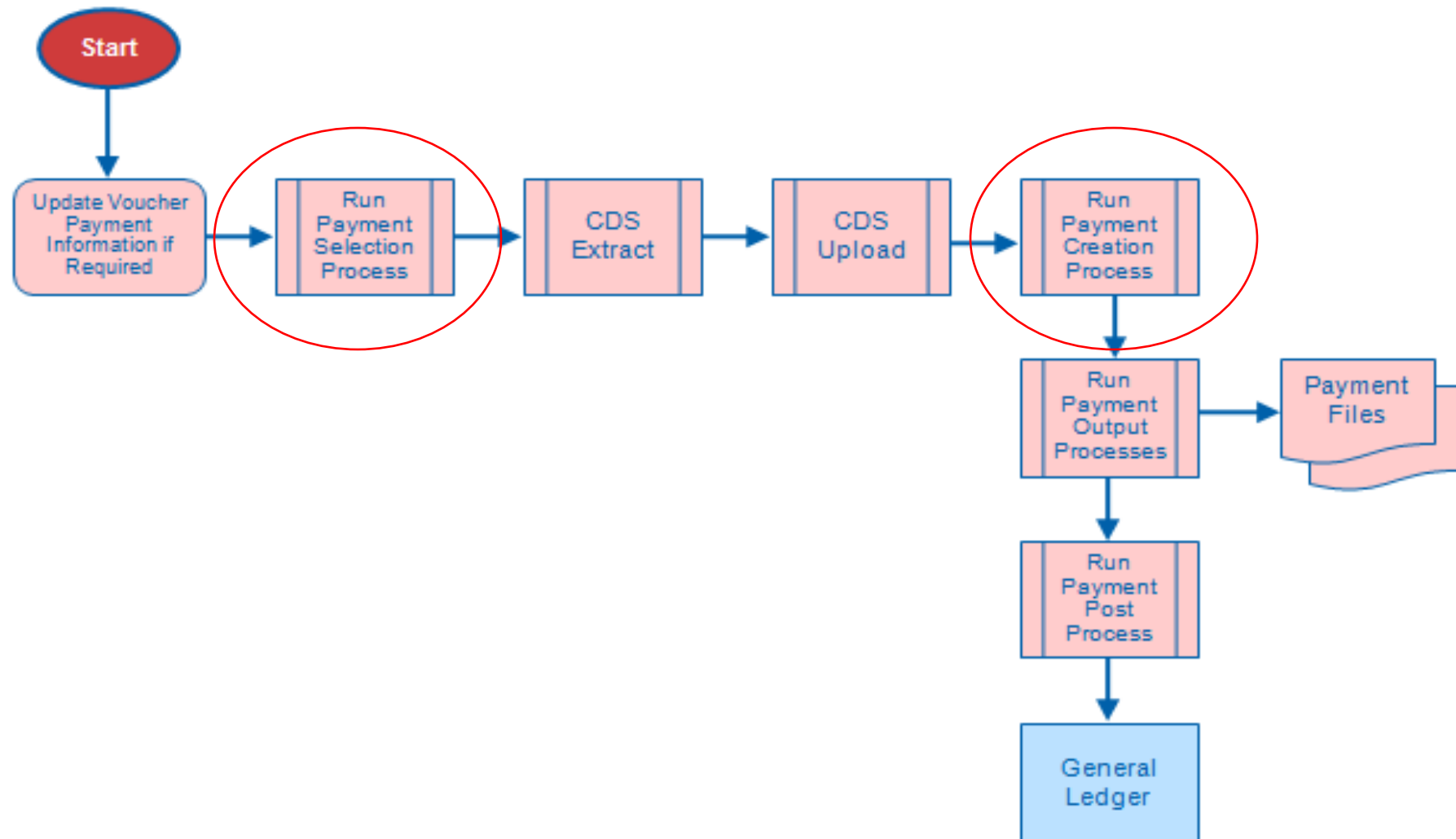
- **Payment Selection Process:** This process selects the vouchers or expense transactions for payment, according to the selection criteria for the cycle as you learned in the previous topic.
- **Payment Creation Process:** This process creates records that will be used for generating payments by the Payment Output processes that follow later in the cycle. To do this, the Payment Creation process combines all selected items for a payee and handling code into a single payment – for example, all vouchers for a particular vendor selected by the pay cycle. (Vouchers can be selected to be paid separately, but this is not common.)

These processes are run nightly as part of the Treasury pay cycles. If errors occur in these processes, Cardinal generates exceptions, which can be reviewed and resolved in the next step.





# Lesson 2: Creating Payments Through Regular Pay Cycles






# Lesson 2: Creating Payments Through Regular Pay Cycles

## *Topic 5: Locating and Resolving Payment Processing Exceptions*

### Payment Processing Exceptions

Treasury pay cycle processing runs overnight. Each morning, the Payment Processor should check if any errors (exceptions) occurred in the previous night's run. Once corrected, they will automatically be resubmitted for processing in the next night's run.





# Lesson 2: Creating Payments Through Regular Pay Cycles

## Topic 5: Locating and Resolving Payment Processing Exceptions

### Locating Payment Processing Exceptions

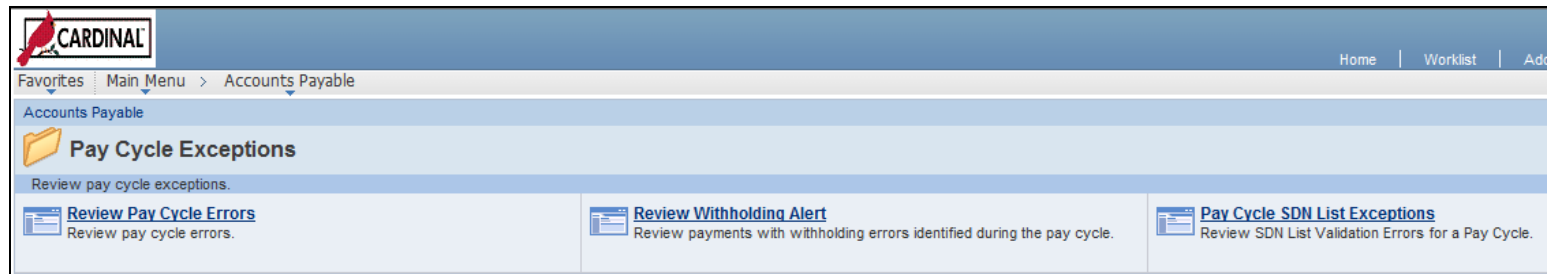
Various Payment Cycle Exceptions pages can be found in the **Pay Cycle Exceptions** folder.

You can navigate to this folder through the following path:


**Main Menu > Accounts Payable > Payments > Pay Cycle Exceptions**

Several different types of exceptions can occur. The menu lists each type separately. When you check a processing run for exceptions, you should check these types:

- **Review Pay Cycle Errors:** This page lists errors in the basic payment process for a payment, such as missing or corrupted data.
- **Review Withholding Alert:** This page lists errors in the withholding (1099) transaction process, for payments to withholding vendors.
- **Pay Cycle SDN List Exceptions:** This page lists errors related to financial sanctions, where the vendor is subject to these sanctions.







# Lesson 2: Creating Payments Through Regular Pay Cycles

*Topic 5: Locating and Resolving Payment Processing Exceptions*

Displaying Exception Details

Making a selection on the **Pay Cycle Exceptions** menu lets you display any exceptions of that type on a details page. An example of one of the details pages appears here.

This page displays details to help resolve the exception, such as the record/field where the exception occurred, the specific error message text, etc.

If more than one exception occurred, you can display the additional exceptions on subsequent rows.

FavoritesMain Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

Pay Cycle Errors

Pay Cycle:

TRCHKTreasury Checks

\*Error Type:

All Error Types

Search

Search Results

Customize | Find | View 100 | First1-20 of 371Last

Error Type	Source	Business Unit	Advice ID	Advice Sequence	Key Field 1	Key Field 2	Key Field 3
Negative Payment	VCHR	50100	00188016	1			
Negative Payment	VCHR	50100	00188017	1			
Negative Payment	VCHR	50100	00188019	1			
Negative Payment	VCHR	50100	00188020	1			
Negative Payment	VCHR	50100	00188021	1			



# Lesson 2: Creating Payments Through Regular Pay Cycles

## ***Topic 5: Locating and Resolving Payment Processing Exceptions***

### **Resolving Payment Processing Exceptions**

The steps for resolving payment processing exceptions depend on the specific exception. In some cases, you may be able to correct the voucher. In other cases, research may be required to resolve.

Remember that after you make the necessary corrections, the item will be reprocessed in the next run. If the correction was successful, it will no longer appear as an exception and it will be paid along with the other items.



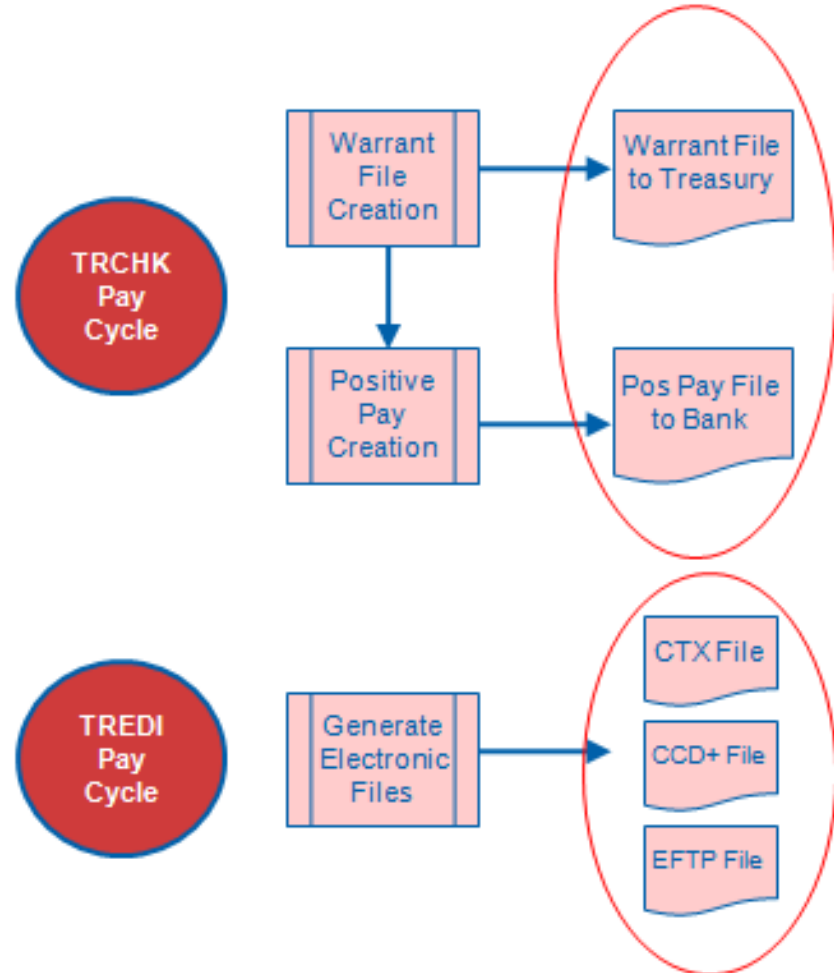
# Lesson 2: Creating Payments Through Regular Pay Cycles

## *Topic 6: Running Payment Output Processes*

### Payment Output Processes

After the Payment Creation process completes, the Payment Output processes run for all valid payment records created by the Payment Creation process.

The purpose of the Payment Output processes is to create the actual payment files in the specified format for each payment – for example, files to be sent to banks, or files used to print checks. In general, there is a separate Payment Output process for each output type.





# Lesson 2: Creating Payments Through Regular Pay Cycles

## *Topic 7: Files Created by Payment Process*

### Files Created by Payment Process

As noted earlier, pay cycle processing creates various files that include payment records. The specific numbers and types of files created depend on the specifics of the pay cycle, such as the payment methods used.

Here is a summary of the types of files created by the Payment Output processes. Not every individual file is listed because different files may be created at different times or for special purposes:

- **Automated Clearing House (ACH) files:** Files are sent to the bank with direct deposit information.
- **Warrant Check files:** These are flat files containing warrant details and remittance data. The files are interfaced to the Department of Treasury for printing.
- **Positive Pay files:** These are flat files sent to the bank containing all check payments created by the pay cycle for that bank. When the bank receives a request to process the check for payment, they compare the check to the Positive Pay file, preventing fraud.



# Lesson 2: Creating Payments Through Regular Pay Cycles

## Topic 8: Running Payment Post Process

### Payment Post Process

The last step in payment processing is to post the payments that were created by the previous pay cycle processes. The payment post process creates accounting entries that are used by the Journal Generator to create GL journals. These entries debit the AP Liability account and credit the cash account. When payments are processed for a withholding vendor, accounting entries may also be created to debit the Withholding Liability account and credit the cash account.

You can navigate to this page through the following path:

**Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries**

**Voucher Accounting Entries**

\*Business Unit: 50100

Voucher ID:

Invoice Number:

\*Accounting Line View Option: Standard

☐ Show Foreign Currency

Search

Reset

Invoice Date:

Vendor ID:

Vendor Name:

Accounting Information

Find | View All | First 1 of 1 Last

Posting Process:

GL Dist Status:

Main Information | Chartfields | Journal |

Customize | Find | View All | | First 1 of 1 Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit



# Lesson 2: Creating Payments Through Regular Pay Cycles

## *Lesson Summary*

### Lesson Summary

In this lesson, you learned:

- There are two nightly Treasury pay cycles that process warrant and EDI payments for all agencies. The Payment Processor must review any exceptions that occur in these cycles.
- You use the **Pay Cycle Manager** page to initiate and monitor pay cycle processing. This page is available to the Accounts Payable Batch Processor who performs overnight payment processing for the Treasury bank accounts.
- Pay cycle processing creates various files that include payment records. The specific numbers and types of files created depend on the specifics of the pay cycle, such as the payment methods used.
- The two major processes of the pay cycle include the Payment Selection process and the Payment Creation process.
- The last step in payment processing is to post the payments that were created by the previous pay cycle processes.



# Lesson 3: Creating Special Payments

## *Introduction*

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose of express payments and manual payments
- Create an express payment for petty cash
- Explain how to record a manual payment on the voucher



# Lesson 3: Creating Special Payments

## *Introduction*

### Lesson Topics

In this lesson, you will learn about the following topics:

- Special Payments Overview
- Creating express payments for Petty Cash
- Recording Manual Payments







# Lesson 3: Creating Special Payments

## *Topic 1: Special Payments Overview*

### Special Payments Overview

In the previous lesson, you learned about the steps in the regular pay cycles. In this lesson, you will learn about methods of payment other than the regular pay cycle. These methods include the following:

- **Creating Express Payments for Petty Cash:** This task, performed by a Petty Cash Processor, generates payments using Cardinal's express payment feature.
- **Recording Manual Payments:** This is a procedure to record payments in Cardinal that were made manually outside of Cardinal. For example, by a manual check given directly to a vendor.



# Lesson 3: Creating Special Payments

## ***Topic 2: Creating Express Payments for Petty Cash***

### **Creating Express Payments for Petty Cash**

A petty cash payment can be issued quickly by creating an express payment. As noted above, a Petty Cash Processor creates the express payment to generate a single payment that allows a check to be printed immediately.



# Lesson 3: Creating Special Payments

## Topic 2: Creating Express Payments for Petty Cash

### Express Payment Page

You use the **Express Payment** page to generate express payments. On this page, enter bank information, vendor information, and select the vouchers to that vendor to be paid. There are several fields that need to be completed to create the express payment.

You can navigate to the page through the following path:

**Main Menu > Accounts Payable > Payments > Express Payments > Create Express Payment**

The **Payor** section defaults to the agency, so you do not need to make any changes in this section. In the **Payment Detail** section, the **Date** defaults to the current date, and can be changed if needed.

**Express Payment**

**Payor**

VDOT Petty Cash BU  
VDOT Central Office  
Richmond, VA 23219

**Bank and Payee Information**

Bank SetID: 501P0 Central Office Petty Cash Acct  
Bank: 1200 PO Box 27025  
Account: PC00 Richmond, VA 23261  
Payment Currency: USD  
Pay Method: CHK  
Vendor Set ID: STATE Joe's Paper & Supplies  
Vendor: 0000000089 1234 Broad Street  
Address: 1 Richmond, VA 23219

**Payment Detail**

Date: 06/28/2011  
Amount: 45.00 USD  
Reference: NEXT

**Select Voucher**

☐ On Hold   Server: PSUNX3

**Select Voucher**

Customize | Find | View All | First | 1 of 1 | Last

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount
501P0	00000031	1	System Check	11-5029	06/15/2011	<input type="checkbox"/>



# Lesson 3: Creating Special Payments

## Topic 2: Creating Express Payments for Petty Cash

In the **Bank and Payee Information** section:

- **Bank SetID** is the SetID that applies to your particular agency (e.g., the agency's bank).
- **Bank** and **Account** specify the account that the payment should be taken from. Enter or select the bank and account numbers to be used for payment in these fields.
- **Pay Method** specifies that the vendor should be paid by check.
- **Vendor Set ID** is the SetID that applies to your particular agency.
- **Vendor** contains the ID of the vendor to which the payment should be made. Enter or select the vendor's ID.
- **Address** defaults based on the vendor's default remitting address. If you need to change this to another address, you can do so by modifying the value in this field.

**Express Payment**

**Payor**  
VDOT Petty Cash BU  
VDOT Central Office  
Richmond, VA 23219

**Bank and Payee Information**  

Bank SetID:	501P0	Central Office Petty Cash Acct
Bank:	1200	PO Box 27025
Account:	PC00	Richmond, VA 23261
Payment Currency:	USD	
Pay Method:	CHK	
Vendor Set ID:	STATE	Joe's Paper & Supplies
Vendor:	0000000089	1234 Broad Street
Address:	1	Richmond, VA 23219

**Payment Detail**  
Date: 06/28/2011  
Amount: 45.00 USD  
Reference: NEXT

☐ On Hold

Add All Vouchers

Create Payment

Server: PSUNX3

**Select Voucher**  
Main Information | Additional Info | **EXP**  

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount
501P0	00000031	1	System Check	11-5029	06/15/2011	<input type="checkbox"/>



# Lesson 3: Creating Special Payments

## Topic 2: Creating Express Payments for Petty Cash

In the **Select Voucher** section:

- If you want to pay all outstanding vouchers to the vendor, you can click the **Add All Vouchers** button. If you want to pay specific voucher(s), add information on each in the **Select Voucher** table.
- **Business Unit** contains the Business Unit of the voucher that you want to include in this payment (e.g., your Business Unit).
- **Voucher** contains the voucher ID of the voucher you want to include in this payment. Enter or select this value.
- You can enter additional vouchers to be included in the payment if you wish by clicking the **Add New Row** button and entering them on additional rows.

### Express Payment

**Payor**  
VDOT Petty Cash BU  
VDOT Central Office  
Richmond, VA 23219

**Payment Detail**  
Date: 06/28/2011  
Amount: 45.00 USD  
Reference: NEXT

**Bank and Payee Information**  
Bank SetID: 501P0  
Bank: 1200  
Account: PC00  
Payment Currency: USD  
Pay Method: CHK  
Vendor Set ID: STATE  
Vendor: 0000000089  
Address: 1

Central Office Petty Cash Acct  
PO Box 27025  
Richmond, VA 23261

Joe's Paper & Supplies  
1234 Broad Street  
Richmond, VA 23219

☐ On Hold

Add All Vouchers

Create Payment

Server: PSUNX3

**Select Voucher**  
Main Information | Additional Info  

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount		
501P0	00000031	1	System Check	11-5029	06/15/2011	<input type="checkbox"/>	+	-



# Lesson 3: Creating Special Payments

## Topic 2: Creating Express Payments for Petty Cash

To complete the process once all vouchers have been selected:

- Click the **Create Payment** button. The **Express Payment Manager – Pay Cycle page** appears. (This page lets you control the printing process for the check.)
- After you click the **Process** button, the check can be retrieved from the printer.

You can navigate to this page through the following path:

**Main Menu > Accounts Payable > Payments > Express Payments**

**Express Payment**

<b>Payor</b> VDOT Petty Cash BU VDOT Central Office Richmond, VA 23219	<b>Bank and Payee Information</b> <table><tr><td>Bank SetID:</td><td>501P0</td><td>Central Office Petty Cash Acct</td></tr><tr><td>Bank:</td><td>1200</td><td>PO Box 27025</td></tr><tr><td>Account:</td><td>PC00</td><td>Richmond, VA 23261</td></tr><tr><td>Payment Currency:</td><td>USD</td><td></td></tr><tr><td>Pay Method:</td><td>CHK</td><td></td></tr><tr><td>Vendor Set ID:</td><td>STATE</td><td>Joe's Paper &amp; Supplies</td></tr><tr><td>Vendor:</td><td>0000000089</td><td>1234 Broad Street</td></tr><tr><td>Address:</td><td>1</td><td>Richmond, VA 23219</td></tr></table>	Bank SetID:	501P0	Central Office Petty Cash Acct	Bank:	1200	PO Box 27025	Account:	PC00	Richmond, VA 23261	Payment Currency:	USD		Pay Method:	CHK		Vendor Set ID:	STATE	Joe's Paper & Supplies	Vendor:	0000000089	1234 Broad Street	Address:	1	Richmond, VA 23219
Bank SetID:	501P0	Central Office Petty Cash Acct																							
Bank:	1200	PO Box 27025																							
Account:	PC00	Richmond, VA 23261																							
Payment Currency:	USD																								
Pay Method:	CHK																								
Vendor Set ID:	STATE	Joe's Paper & Supplies																							
Vendor:	0000000089	1234 Broad Street																							
Address:	1	Richmond, VA 23219																							
<b>Payment Detail</b> Date: 06/28/2011 Amount: 45.00 USD Reference: NEXT																									

**Select Voucher**

☐ On Hold   Server: PSUNX3

**Select Voucher** Customize | Find | View All | First 1 of 1 Last

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount	
501P0	00000031	1	System Check	11-5029	06/15/2011	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>



# Lesson 3: Creating Special Payments

## Express Payment

### Payor

VDOT Petty Cash BU  
VDOT Central Office  
Richmond, VA 23219

### Payment Detail

Date: 06/28/2011   
Amount: 45.00 USD  
Reference: NEXT

### Bank and Payee Information

Bank SetID: 501P0 Central Office Petty Cash Acct  
Bank: 1200 PO Box 27025  
Account: PC00 Richmond, VA 23261  
Payment Currency: USD   
Pay Method: CHK   
Vendor Set ID: STATE Joe's Paper & Supplies  
Vendor: 0000000089 1234 Broad Street  
Address: 1 Richmond, VA 23219

### Select Voucher

☐ On Hold

Add All Vouchers

Create Payment

Server: PSUNX3 ▼

### Select Voucher

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Main Information [Additional Info](#)

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount		
501P0	00000031	1	System Check	11-5029	06/15/2011	<input type="checkbox"/>		



# Lesson 3: Creating Special Payments

## *Topic 3: Recording Manual Payments*

### Manual Payments

Sometimes it is necessary to pay a vendor by a manually-written check. Cardinal allows these payments to be accounted for by recording them on the **Payments** page on the voucher.

Manual payments may be recorded either by the Voucher Processor Maintenance or the AP Manager. (Other Voucher Processors do not have access to the necessary fields.)





# Lesson 3: Creating Special Payments

## Topic 3: Recording Manual Payments

### Recording a Manual Payment

You can navigate to this page through the following path:

**Main Menu > Accounts Payable > Voucher > Add/Update > Regular Entry**

To record a manual payment on the **Payments** page of the voucher, use these fields:

- In the **Method** field in the **Payment Options** section, enter **MAN** to indicate a manual payment or **WIR** to indicate a wire payment.
- In the **Action** drop-down list in the **Schedule Payment** section, select **Record a Payment**.
- In the **Pay** field in the drop-down list, select the appropriate value (for example, **Full Amount**), and enter a specific value paid if appropriate.
- Enter the date in the **Payment Date** field, and a reference (such as the check number) in the **Reference** field.
- Click the **Save** button.

Manual payments can only be recorded on budget checked and approved vouchers.



# Lesson 3: Creating Special Payments

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Payment: 1

\*Remit to: 0000000089 Gross Amount: 45.00 USD  
Location: MAIN Discount: 0.00 USD  
\*Address: 1  
Joe's Paper & Supplies  
1234 Broad Street  
Richmond, VA 23219  
Scheduled Due:  
Net Due: 07/10/2011  
Discount Due:  
Accounting Date: 06/10/2011

Payment Inquiry  
Express Payment  
[Payment Comments\(0\)](#)  
Holiday/Currency

Payment Options

\*Bank: 1100 Pay Group:  
\*Account: TR01 \*Handling: Regular Vendor Bank  
\*Method: MAN Manual \*Netting: Not Applicable Messages  
L/C ID: Hold Reason: [EFTPS Information](#)  
Message: ☐ Hold Payment  
Message will appear on remittance advice. ☐ Separate Payment

Schedule Payment

\*Action: Record a Payment Payment Date: 06/10/2011  
Pay: Full Amount Reference: 456789

Save Return to Search Notify Refresh Add Update/Display



# Lesson 3: Creating Special Payments

## *Lesson Summary*

### Lesson Summary

In this lesson, you learned:

- The difference between express payments and manual payments
- The workflow for creating an express payment for petty cash
- When a manual payment should be recorded on the voucher and who has access to do so



# Lesson 4: Managing Payments

## *Introduction*

### Lesson Objectives

After completing this lesson, you will be able to:

- Cancel payments
- Reconcile petty cash bank statements



# Lesson 4: Managing Payments

## *Introduction*

### Lesson Topics

In this lesson, you will learn about the following topics:

- Payment management and maintenance tasks
- Canceling payments
- Reconciling petty cash bank statements





# Lesson 4: Managing Payments

## ***Topic 1: Payment Management and Maintenance Tasks***

### **Payment Management and Maintenance Tasks**

So far in this course, you have learned about the payment processing tasks performed in routine, day-to-day operation.

However, there are other tasks included in payment management that you will perform less frequently, but that are still necessary for smooth operation.



# Lesson 4: Managing Payments

## *Topic 1: Payment Management and Maintenance Tasks*

### Payment Management Tasks

The tasks in this lesson include:

- **Canceling payments**, which involves either voiding payments or stopping payments, depending on the payment's current status.
- **Reconciling petty cash bank statements**, which uses the **Manual Reconciliation** process, to reconcile petty cash payments to hard copy bank statements.



# Lesson 4: Managing Payments

## *Topic 2: Canceling Payments*

### Canceling Payments Overview

Payments can be canceled in Cardinal if necessary. There are two statuses that can be requested for canceled payments, which are useful in different cases:

- **Void Payment:** This status can be requested for payments that have not been sent to the vendor yet. Voiding a payment automatically reconciles it in Cardinal.
- **Stop Payment:** This status is requested when a check has not been processed by the bank. When you request this status, the bank must have already been notified to stop payment. The stop payment process is initiated by Treasury. Treasury will then request a Cardinal user to enter the stop payment in Cardinal. Stopping a payment automatically reconciles it in Cardinal.





# Lesson 4: Managing Payments

## *Topic 2: Canceling Payments*

### Disposition of Canceled Payments

When a payment is canceled by either **Void** or **Stop, Cancel Actions** are available to determine what will happen with the payment's associated voucher(s) or other payment items. There are three options:

- **Re-Open Voucher(s)/Re-Issue:** This will reopen the vouchers and make them eligible for payment.
- **Re-Open Voucher(s)/Put on Hold:** This will reopen the vouchers but put a Payment Hold on them so they can be investigated further.
- **Do Not Reissue/Close Liability:** This will close the vouchers, and create accounting entries to reverse the liabilities created by voucher posting. If the payment is to be made later, new voucher(s) would need to be created.



# Lesson 4: Managing Payments

## *Topic 2: Canceling Payments*

### Undoing Cancellations

In addition to the options detailed on the previous pages, you can undo either a **Void** or a **Stop** by re-displaying the payment on the **Cancel Payment** page, and selecting the **Undo Cancel** status. This will reverse whatever the previous option was. This action can only be taken before the canceled payment is posted.

Selecting a **Cancel Action** is not necessary when selecting **Undo Cancel**.



# Lesson 4: Managing Payments

## Topic 2: Canceling Payments

### Cancel Payment Page

The **Cancel Payment** page appears here. You can perform the tasks in this topic from this page.

You can navigate to this page through the following path:

**Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation**

**Cancel Payment**

Enter Cancel Payment

Bank Set ID:	STATE	Reference ID:	000045	Creation Date:	03/16/2011
Bank:	1100	TREASURY1100		Payment Date:	03/16/2011
Account:	TR01	222222222222		Payment Amount:	24.00 USD
Payment Method:	Manual Check			Cancel Post Status:	Not Applicable
Remit Vendor:	0000000011	Fairchild & Morgan		Settle By:	Pay Cycle
				Settlement Status:	None

Date Cancelled:

06/09/2011

Payment Status:

☒ Void  
☐ Stopped  
☐ Undo Cancel

Cancel Action:

☒ Re-Open Voucher(s)/Re-Issue  
☐ Re-Open Voucher(s)/Put on Hold  
☐ Do Not Reissue/Close Liability

Hold Reason:

Description:

Save

Return to Search

Previous in List

Next in List

Notify



# Lesson 4: Managing Payments

## *Topic 2: Canceling Payments*

### Posting After Cancellation

After the cancellation options in the previous topic are performed, the nightly batch processes finalize the action:

- When a payment is canceled by either a **Void** or a **Stop**, the Payment Post process must run to create reversing accounting entries for the payment cancellation transaction.
- If the **Do Not Reissue/Close Liability Cancel Action** is selected, the Voucher Post process must run to create reversing accounting entries to reflect the closed vouchers that were affected by the closed payment.
- Note that once the Payment Post process runs, the **Undo Cancel** option can no longer be selected.

You do not need to run these processes yourself. They are run in batch, not automatically, and you should be aware that the cancellations will not be finalized until the automatic processes are complete.



# Lesson 4: Managing Payments

## ***Topic 3: Reconciling Petty Cash Bank Statements***

### **Petty Cash Reconciliation**

Petty cash payments must be reconciled manually against the paper bank statement.

This step should be performed at least monthly, when the bank statement is received.



# Lesson 4: Managing Payments

## Topic 3: Reconciling Petty Cash Bank Statements

### Manual Reconciliation Page

To reconcile payments, you use the **Manual Reconciliation** page.

You can navigate to this page through the following path:

**Main Menu > Banking > Reconcile Statements > Manual Reconciliation**

**Manual Reconciliation**

\* Search By: From Date / Thru Date

Search Criteria

Bank ID: 256072701 Account #: 222222222222 \*Status: Unreconciled

From Date: 02/08/2011 Thru Date: 06/09/2011 Method: Search

Total Transaction Amount: 1,735,439.80 USD

System Transactions

Customize | Find | View All | First | 1-71 of 71 | Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	06/09/2011	UNR	102	02/28/2011	1,250.00	D	Receivables	Some Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	104	03/01/2011	67,000.00	D	Receivables	Complete	Deposit
<input type="checkbox"/>	06/09/2011	UNR	105	03/01/2011	2,500.00	D	Receivables	Some Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	106	03/01/2011	2,200.00	D	Receivables	Complete	Deposit
<input type="checkbox"/>	06/09/2011	UNR	108	03/10/2011	10.00	D	Receivables	None Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	109	03/11/2011	500.00	D	Receivables	None Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	116	03/21/2011	739.90	D	Receivables	None Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	119	03/24/2011	525.00	D	Receivables	Complete	Deposit
<input type="checkbox"/>	06/09/2011	UNR	64	02/08/2011	800.00	D	Receivables	None Appl	Deposit



# Lesson 4: Managing Payments

## Topic 3: Reconciling Petty Cash Bank Statements

The steps for reconciliation are:

- Enter criteria in the **Search Criteria** section of the page, including the bank, account, date range, status (Unreconciled) and payment method. Click the **Search** button.
- Transactions meeting the search criteria appear in the **Systems Transactions** section. These are the payment transactions that were created in Cardinal.
- Review the paper bank statement, and match each transaction on the bank statement to a transaction on the screen.
- For each matched transaction, select the checkbox in the **Select** column.
- After matching all transactions on the statement, click the **Reconcile** button on the screen. The status of the transactions will be changed to **Reconciled**.

**Note:** You can unreconcile a previously reconciled transaction if necessary, by searching for reconciled transactions, selecting the transaction, and clicking the **Unreconcile** button that appears.

**Manual Reconciliation**

\*Search By: From Date / Thru Date

**Search Criteria**

Bank ID: 256072701 Account #: 222222222222 \*Status: Unreconciled

From Date: 02/08/2011 Thru Date: 06/09/2011 Method: Search

Total Transaction Amount: 1,735,439.80 USD

System Transactions									
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	06/09/2011	UNR	102	02/28/2011	1,250.00	D	Receivables	Some Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	104	03/01/2011	67,000.00	D	Receivables	Complete	Deposit
<input type="checkbox"/>	06/09/2011	UNR	105	03/01/2011	2,500.00	D	Receivables	Some Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	106	03/01/2011	2,200.00	D	Receivables	Complete	Deposit
<input type="checkbox"/>	06/09/2011	UNR	108	03/10/2011	10.00	D	Receivables	None Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	109	03/11/2011	500.00	D	Receivables	None Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	116	03/21/2011	739.90	D	Receivables	None Appl	Deposit
<input type="checkbox"/>	06/09/2011	UNR	119	03/24/2011	525.00	D	Receivables	Complete	Deposit
<input type="checkbox"/>	06/09/2011	UNR	64	02/08/2011	800.00	D	Receivables	None Appl	Deposit



# Lesson 4: Managing Payments

## *Lesson Summary*

### Lesson Objectives

In this lesson, you learned:

- Canceling payments involves either voiding payments or stopping payments, depending on the payment's current status.
- Reconciling petty cash bank statements uses the Manual Reconciliation process to reconcile petty cash payments to hard copy bank statements.
- Petty cash payments must be reconciled manually against the paper bank statement and should be performed at least monthly, when the bank statement is received.
- When a payment is canceled by either a Void or a Stop, the Payment Post process must run to create reversing accounting entries for the payment cancellation transaction.





# Lesson 5: Payment Reports and Online Inquiries

## *Introduction*

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key reports available
- Describe the key online inquiries available



# Lesson 5: Payment Reports and Online Inquiries

## *Introduction*

### Lesson Topics

In this lesson, you will learn about the following topics:

- Reports
- Online Inquiries





# Lesson 5: Payment Reports and Online Inquiries

## *Topic 1: Reports*

### Payment Reports

Payment reports can be run at various intervals. There are numerous payment reports available. Payment reports include:

- Payment History by Payment
- Due Date Monitoring
- Payment Register Including Offsets

**Note:** All users with access to view information in the Customers module will be able to run these reports.



# Lesson 5: Payment Reports and Online Inquiries

## Topic 1: Reports

### Payment History by Payment Report

This report lists payments generated by a specified cycle and payment method for a specified date range.

You can navigate to this report through the following path:

**Main Menu > Accounts Payable > Reports > Payments > Payment History by Payment**

Report ID: APY2000

PeopleSoft Accounts Payable

Page No. 1

Run Date 6/8/2011

Run Time 6:43:16 PM

ORACLE

SUMMARY PAYMENT HISTORY BY VENDOR

From: 01.Jun.2010 To: 01.Jun.2011

Remit Vendor: STATE 0000000001

Payment Currency: USD

Bank Account: 1100 222222222222

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
000001	02.Feb.2011	RE	Paid	Vision Communication PO Box 5541 Richmond VA 23227 United States	TRCHK	6	68.00 USD	
000002	02.Feb.2011	RE	Paid	Vision Communication PO Box 5541 Richmond VA 23227 United States	TRCHK	6	0.00 USD	



# Lesson 5: Payment Reports and Online Inquiries

## Topic 1: Reports

### Due Date Monitoring Report

This report provides a list of payments due within the specified date range.

You can navigate to this report through the following path:

**Main Menu > Accounts Payable > Reports > Payments > Due Date Monitoring Report**

Report ID: VRAP0750

Commonwealth of Virginia  
DUE DATE MONITORING REPORT

Run Date: 09/08/2011  
Run Time: 02:09 00

Business Unit: ALL  
From Date: 06/08/2011  
To Date: 09/08/2011

Page No. 1 of 1

<u>Range</u>	<u># of payments</u>	<u>Percent</u>	<u>Amount</u>
Paid 5 or more days before due	4	2.94%	\$4,742.42
Paid on or less than 5 days before due	1	0.74%	\$10,000.00
Paid 1-5 days past due	9	6.62%	\$12,503.20
Paid 6-10 days past due	4	2.94%	\$2,741.00
Paid 11-20 days past due	0	0.00%	\$0.00
Paid 21-30 days past due	1	0.74%	\$6,500.00
Paid 31-60 days past due	0	0.00%	\$0.00
Paid over 60 days past due	1	0.74%	\$10.00
Negative Vouchers	1	0.00%	\$ -158.45
Total Payments With Due Dates	21	15.44%	\$36,338.17
Other Payments (No Prompt Pay Term)	115		\$6,806,503.48
Total Payments This Period	136		\$6,842,841.65
	-----		-----
Total Dollars Paid Past Due			\$21,754.20
Total Payments Paid Past Due	15		
Average Variance From Due Date (Days)	0.83		
Percent of Payments in Compliance this Period	88.97%		
Percent of Dollars in Compliance this Period	99.68%		



# Lesson 5: Payment Reports and Online Inquiries

## Topic 1: Reports

### Payment Register Including Offsets

This report provides information from the payment register including any offset payments.

You can navigate to this report through the following path:

**Main Menu > Accounts Payable > Reports > Payments > Payment Register Incl Offsets**

Commonwealth of Virginia  
PAYMENT REGISTER INCLUDING OFFSETS

Run Date: 09/09/2011  
Run Time: 01:56 00

From Date: 06/08/2011  
To Date: 09/08/2011  
Run Option: All vouchers

Page No. 1 of 24

Business Unit: 50100

Voucher ID	Invoicing Vendor ID	Vouchered Amount	Remit Vendor ID	Remit Vendor Name	Payment Reference	Payment Amount
00003607	0000000005	0.00	0000000005	Mathew Townsend	0000000289	0.00
00004172	0000000001	250.00	0000000001	Vision Com	0000000311	0.00
00004375	0000008134	0.00	0000008134	Branch Highways, Inc.	0000000313	0.00
00004373	0000010593	0.00	0000010593	Howard Brothers Contractor, Inc.	0000000314	0.00
00002734	0000050368	880.08	0000050368	ATMOS ENERGY CORPORATION	000000019	880.08
00002878	0000051186	41.35	0000051186	DOMINION VIRGINIA POWER	000000021	41.35
00002763	0000051186	2,258.31	0000051186	DOMINION VIRGINIA POWER	000000021	2,258.31
00002766	0000051186	1,212.45	0000051186	DOMINION VIRGINIA POWER	000000021	1,212.45
00002765	0000051186	918.33	0000051186	DOMINION VIRGINIA POWER	000000021	918.33
00002885	0000051186	640.38	0000051186	DOMINION VIRGINIA POWER	000000021	640.38
00002912	0000051186	12.33	0000051186	DOMINION VIRGINIA POWER	000000021	12.33
00002918	0000051186	169.88	0000051186	DOMINION VIRGINIA POWER	000000021	169.88
00002927	0000051186	278.53	0000051186	DOMINION VIRGINIA POWER	000000021	278.53
00002929	0000051186	619.89	0000051186	DOMINION VIRGINIA POWER	000000021	619.89
00002948	0000051186	230.97	0000051186	DOMINION VIRGINIA POWER	000000021	230.97
00002957	0000051186	297.69	0000051186	DOMINION VIRGINIA POWER	000000021	297.69
00002961	0000051186	262.62	0000051186	DOMINION VIRGINIA POWER	000000021	262.62
00003022	0000051186	107.89	0000051186	DOMINION VIRGINIA POWER	000000021	107.89
00003071	0000051186	2,092.89	0000051186	DOMINION VIRGINIA POWER	000000021	2,092.89
00003092	0000051186	508.08	0000051186	DOMINION VIRGINIA POWER	000000021	508.08
00003094	0000051186	374.52	0000051186	DOMINION VIRGINIA POWER	000000021	374.52
00003097	0000051186	116.40	0000051186	DOMINION VIRGINIA POWER	000000021	116.40
00003141	0000051186	250.61	0000051186	DOMINION VIRGINIA POWER	000000021	250.61
00003142	0000051186	206.95	0000051186	DOMINION VIRGINIA POWER	000000021	206.95
00003172	0000051186	38.27	0000051186	DOMINION VIRGINIA POWER	000000021	38.27
00003185	0000051186	346.15	0000051186	DOMINION VIRGINIA POWER	000000021	346.15
00003187	0000051186	18.20	0000051186	DOMINION VIRGINIA POWER	000000021	18.20
00003193	0000051186	41.00	0000051186	DOMINION VIRGINIA POWER	000000021	41.00
00003208	0000051186	151.20	0000051186	DOMINION VIRGINIA POWER	000000021	151.20
00003256	0000051186	302.44	0000051186	DOMINION VIRGINIA POWER	000000021	302.44
00003292	0000051186	281.93	0000051186	DOMINION VIRGINIA POWER	000000021	281.93
00003314	0000051186	85.73	0000051186	DOMINION VIRGINIA POWER	000000021	85.73
00003329	0000051186	147.07	0000051186	DOMINION VIRGINIA POWER	000000021	147.07
00003361	0000051186	147.33	0000051186	DOMINION VIRGINIA POWER	000000021	147.33
00003385	0000051186	47.21	0000051186	DOMINION VIRGINIA POWER	000000021	47.21
00003388	0000051186	991.58	0000051186	DOMINION VIRGINIA POWER	000000021	991.58
00003395	0000051186	10.13	0000051186	DOMINION VIRGINIA POWER	000000021	10.13



Report ID: RAP581

Commonwealth of Virginia  
PAYMENT REGISTER INCLUDING OFFSETSRun Date: 09/08/2011  
Run Time: 01:56 00From Date: 06/08/2011  
To Date: 09/08/2011  
Run Option: All vouchers

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Business Unit: 50100

<u>Voucher ID</u>	<u>Invoicing Vendor ID</u>	<u>Vouchered Amount</u>	<u>Remit Vendor ID</u>	<u>Remit Vendor Name</u>	<u>Payment Reference</u>	<u>Payment Amount</u>
00003607	0000000005	0.00	0000000005	Mathew Townsend	0000000289	0.00
00004172	0000000001	250.00	0000000001	Vision Com	0000000311	0.00
00004375	00000008134	0.00	00000008134	Branch Highways, Inc.	0000000313	0.00
00004373	0000010593	0.00	0000010593	Howard Brothers Contractor, Inc.	0000000314	0.00
00002734	0000050368	880.08	0000050368	ATMOS ENERGY CORPORATION	000000019	880.08
00002878	0000051186	41.35	0000051186	DOMINION VIRGINIA POWER	000000021	41.35
00002763	0000051186	2,258.31	0000051186	DOMINION VIRGINIA POWER	000000021	2,258.31
00002766	0000051186	1,212.45	0000051186	DOMINION VIRGINIA POWER	000000021	1,212.45
00002765	0000051186	918.33	0000051186	DOMINION VIRGINIA POWER	000000021	918.33
00002885	0000051186	640.38	0000051186	DOMINION VIRGINIA POWER	000000021	640.38
00002912	0000051186	12.33	0000051186	DOMINION VIRGINIA POWER	000000021	12.33
00002918	0000051186	169.88	0000051186	DOMINION VIRGINIA POWER	000000021	169.88
00002927	0000051186	278.53	0000051186	DOMINION VIRGINIA POWER	000000021	278.53
00002929	0000051186	619.89	0000051186	DOMINION VIRGINIA POWER	000000021	619.89
00002948	0000051186	230.97	0000051186	DOMINION VIRGINIA POWER	000000021	230.97
00002957	0000051186	297.69	0000051186	DOMINION VIRGINIA POWER	000000021	297.69
00002961	0000051186	262.62	0000051186	DOMINION VIRGINIA POWER	000000021	262.62
00003022	0000051186	107.89	0000051186	DOMINION VIRGINIA POWER	000000021	107.89
00003071	0000051186	2,092.89	0000051186	DOMINION VIRGINIA POWER	000000021	2,092.89
00003092	0000051186	508.08	0000051186	DOMINION VIRGINIA POWER	000000021	508.08
00003094	0000051186	374.52	0000051186	DOMINION VIRGINIA POWER	000000021	374.52
00003097	0000051186	116.40	0000051186	DOMINION VIRGINIA POWER	000000021	116.40
00003141	0000051186	250.61	0000051186	DOMINION VIRGINIA POWER	000000021	250.61
00003142	0000051186	206.95	0000051186	DOMINION VIRGINIA POWER	000000021	206.95
00003172	0000051186	38.27	0000051186	DOMINION VIRGINIA POWER	000000021	38.27
00003185	0000051186	346.15	0000051186	DOMINION VIRGINIA POWER	000000021	346.15
00003187	0000051186	18.20	0000051186	DOMINION VIRGINIA POWER	000000021	18.20
00003193	0000051186	41.00	0000051186	DOMINION VIRGINIA POWER	000000021	41.00
00003208	0000051186	151.20	0000051186	DOMINION VIRGINIA POWER	000000021	151.20
00003256	0000051186	302.44	0000051186	DOMINION VIRGINIA POWER	000000021	302.44
00003292	0000051186	281.93	0000051186	DOMINION VIRGINIA POWER	000000021	281.93
00003314	0000051186	85.73	0000051186	DOMINION VIRGINIA POWER	000000021	85.73
00003329	0000051186	147.07	0000051186	DOMINION VIRGINIA POWER	000000021	147.07
00003361	0000051186	147.33	0000051186	DOMINION VIRGINIA POWER	000000021	147.33
00003385	0000051186	47.21	0000051186	DOMINION VIRGINIA POWER	000000021	47.21
00003388	0000051186	991.58	0000051186	DOMINION VIRGINIA POWER	000000021	991.58
00003395	0000051186	10.13	0000051186	DOMINION VIRGINIA POWER	000000021	10.13



# Lesson 5: Payment Reports and Online Inquiries

## ***Topic 2: Online Inquiries***

### **Online Inquiries**

Payment online inquiries can be run at various intervals. Payment online inquiries include:

- Payment Inquiry
- Document Status Inquiry

**Note:** All users with access to view information in the Accounts Payable module will be able to run these online inquiries.





# Lesson 5: Payment Reports and Online Inquiries

## Topic 2: Online Inquiries

### Payment Inquiry

It is used to search for and list payments meeting your search criteria and display basic information about them, as well as to navigate to pages with more detail.

You can navigate to this inquiry through the following path:

**Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment**

The screenshot shows the Payment Inquiry web application interface. It includes search filters for Payment Date, Payment Method, Pay Cycle, Seq Num, Payment Status, Remit SetID, Remit Vendor, Settle By, and Settlement Status. There are also checkboxes for 'Single Payment Vouchers' and 'Show Chart', and a 'Max Rows' dropdown set to 300. A 'Search' button and a 'Clear' button are present. Below the search filters is a 'Sorting Criteria' section with dropdowns for '1st sort' (Bank Account) and '2nd sort' (Payment Reference ID), both set to 'Descending'. A 'Sort' button is next to them. The main section is titled 'Payment Inquiry Result' and contains a table with columns: Source, Payment Reference ID, Payment Method, Amount, Currency, Creation Date, Payment Date, Payment Status, Reconciliation Status, and Reconcile Date. The table shows three rows of payment data.

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	<a href="#">000456</a>	Wire Transfer	83.00	USD	03/16/2011	03/16/2011	Paid	Unreconciled	
VCHR	<a href="#">003242</a>	Wire Transfer	83.00	USD	02/01/2011	02/01/2011	Paid	Unreconciled	
VCHR	<a href="#">000045</a>	Manual Check	24.00	USD	03/16/2011	03/16/2011	Paid	Unreconciled	



# Lesson 5: Payment Reports and Online Inquiries

Payment Date  31  31

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID  STATE

Remit Vendor

Settle By

Settlement Status

☐ Single Payment Vouchers

Max Rows  300

☐ Show Chart \*Chart Type:  Bar Chart

**Sorting Criteria**

1st sort:  Bank Account ☐ Descending

2nd sort:  Payment Reference ID ☐ Descending

**Payment Inquiry Result** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-40 of 40](#) | [Last](#)

[Payment Details](#) | [Additional Info](#) | [Vendor Details](#) | [Financial Gateway](#)

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	<a href="#">000456</a>	Wire Transfer	83.00	USD	03/16/2011	03/16/2011	Paid	Unreconciled	
VCHR	<a href="#">003242</a>	Wire Transfer	83.00	USD	02/01/2011	02/01/2011	Paid	Unreconciled	
VCHR	<a href="#">000045</a>	Manual Check	24.00	USD	03/16/2011	03/16/2011	Paid	Unreconciled	



# Lesson 5: Payment Reports and Online Inquiries

## *Lesson Summary*

### Lesson Summary

In this lesson, you learned how to:

- Describe the key payment reports
- Describe the key payment online inquiries



# Lesson 6: Payment Processing Hands-On Practice

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## *Exercises*

### Exercises

Please refer to your Activity Guide to complete all the required exercises in Payment Processing. You are encouraged to note all your questions and ask them to the instructor after completing all the exercises.



# AP314: Payment Processing

## ***Course Summary***

In this course, you learned to:

- Define key payment processing terms
- Describe key payment processing concepts
- Describe the overall payment process and the roles involved in it
- Explain how payment processing integrates with the other Cardinal modules and external systems
- Describe the Treasury pay cycles
- List the steps in a pay cycle
- Use the Pay Cycle Manager to run payment processing
- Update the payment selection date in a pay cycle
- Identify and resolve payment selection exceptions
- Describe the files created by the payment process
- Describe the purpose of express payments and manual payments
- Create an express payment for petty cash
- Explain how to record a manual payment on the voucher
- Cancel payments
- Reconcile petty cash bank statements
- Describe key reports and online inquiries



# AP314: Payment Processing

## *Course Evaluation*

### Course Completed

Congratulations! You successfully completed the **AP314: Payment Processing** course. Please use the evaluation link to assess this course.